

Fatema Kadhem

+973 34454417

fatema.aqeel.a@hotmail.com

Material Status: Married

Driving license: Valid



Summary

Hard-working and passionate accounts graduate with 2 years of experience. I can be best described as a positive person with a great energy and willingness to learn and grow.

Educational History

- **International Accounting & IFRS (level 4)**
Institute Of Accountants & Bookkeepers (UK)
April 2024 - Aug 2024
- **Bachelor in Accounting**
University Of Bahrain 2008 - 2013

Skills

- **Organized:** I manage tasks efficiently. By prioritizing responsibilities and using to-do lists, I stay focus and productive and I can meet deadlines.
- **Teamwork:** I'm collaborative, value diverse perspectives, communicate effectively. I adapt easily and take on extra responsibilities.
- **Critical Thinking:** My solid reasoning and ability to identify relevant information helps me navigate uncertainties and contribute innovative ideas.

Work Experience

Admin (purchase Dept.)

Alhekma International School

Aug 2024 - Current

- Assisting in the selection and evaluation of suppliers.
- Monitoring stock levels and helping to maintain optimal inventory.
- Gathering data on pricing and assisting in budget management.

Accountant (A\C Payable Department.)

Bahrain Asphalt (HHG) Sept 2016 - Sept 2017

- Maintain accurate and up-to-date financial records.
- Manage invoices, payments, and collections.
- Payroll processing to ensure timely and accurate payment to employees.

General Accountant

Hafeera Contracting

May 2016 - Sept 2016

- Reconcile bank statements and financial statements.
- Monitor company expenses.

Languages

Arabic: Native.

English: Fluent.

References

Available upon request.